

CAMBRIDGESHIRE COUNTY NETBALL ASSOCIATION CONSTITUTION

Article I. Title

Section 1.01 The Association shall be called the Cambridgeshire County Netball Association (hereinafter called “CCNA”).

Article II. Mission Statement and Objects

Section 2.01 CCNA aims to contribute towards England Netball’s strategic vision to deliver Netball throughout England.

Section 2.02 CCNA will promote safe, equal and inclusive opportunities for people to take part in Netball in Cambridgeshire at a level appropriate to their needs and aspirations.

Section 2.03 CCNA aims to achieve this by taking positive action to develop Netball as a sport in Cambridgeshire, by promoting and developing productive partnerships with appropriate sporting and outside agencies where applicable. Furthermore, by seeking to ensure that the distribution of CCNA funds is subject to the principle of equity.

Section 2.04 The objects of CCNA are to:

- (a) further the interests of Netball within Cambridgeshire;
- (b) further the interests of CCNA’s Members (defined in Article III);
- (c) adopt and enforce the rules, regulations, resolutions and rulings of England Netball (where appropriate); and
- (d) create and deliver a County Plan in collaboration with England Netball for the purpose of developing Netball within Cambridgeshire.

Article III. Jurisdiction and Membership

Section 3.01 CCNA shall comprise the geographic area of Cambridgeshire encompassing the district authorities of Cambridge, South Cambridgeshire, Huntingdonshire, Fenland, East Cambridgeshire and Peterborough (the “County Boundaries”).

Section 3.02 Membership of CCNA shall consist of:

- (a) all Affiliated (defined in 0) clubs as 1st (first) claim;
- (b) all Affiliated schools situated within the County Boundaries; and
- (c) all Affiliated individuals as 1st (first) or 2nd (second) claim,
hereinafter “Members”.

Section 3.03 All Members shall be bound by this Constitution and any other rulings made by the Committee (defined in Article IV), and by the current rules of Netball.

Section 3.04 “Affiliation” means affiliation to CCNA, Netball East and England Netball which can be completed by registration with England Netball and payment of the then current England Netball, Netball East and CCNA fee (as applicable).

Section 3.05 Any and all participants (including without limitation coaches, officials and players) in Netball, competitive or friendly, in Cambridgeshire shall be affiliated in line with England Netball.

Section 3.06 Members affiliated to play in more than one county shall only be required to pay the CCNA portion of the Affiliation fee.

Section 3.07 All affiliated Members shall be entitled to participate in any CCNA coaching and officiating events and training courses offered by CCNA and to vote at general meetings.

Section 3.08 Members are additionally referred to the following documents, current from time to time:

- (d) England Netball Membership Regulations;
- (e) England Netball Codes of Conduct;
- (f) England Netball Disciplinary Regulations.

Article IV. CCNA Committee

Section 4.01 **The Committee is a group of individuals who form a group to collectively govern CCNA and deliver the objects on behalf of the Members and to oversee the investment of CCNA’s funds.**

Section 4.02 **The composition of the Committee shall be the following officers (see also Appendix 1 for diagram “Committee Structure”):**

- (a) Chair;**
- (b) Vice Chair;**
- (c) Secretary/Communications Officer;**
- (d) Treasurer;**
- (e) Coaching Officer;**
- (f) Competition Officer;**
- (g) Officiating Officer;**
- (h) Performance Officer;**
- (i) Membership Officer;**
- (j) Minuting Secretary;**
- (k) Safeguarding Officer;**
- (l) Schools Liaison Officer;**
- (m) Volunteering Officer;**
- (n) Website, Communications & Marketing Officer;**
- (positions (a) to Error! Reference source not found. shall be collectively referred to as the “Elected Officers”);**
- (o) Disciplinary Secretary (reports to Committee);**
- (p) Netball Development Officer (reports to Committee); and**
- (q) up to 3 (three) other officers appointed by the Committee.**

Section 4.03 **The Committee shall meet at least 4 (four) times each year.**

Section 4.04 **Minutes of each Committee meeting shall be taken by the Minuting Secretary and shall be available to Members by request to the CCNA Secretary.**

Section 4.05 The Chair, Vice-Chair, Treasurer and all the Elected Officers shall serve until the end of the County AGM (defined in Article VII) immediately following their appointment, when all Elected Officer positions shall be re-elected. At the end of their term of office any Elected Officer is entitled to stand for re-election to the same position.

Section 4.06 The Committee may fill any vacancy that may occur during the year. If this involves filling the position of an Elected Officer, then that person must offer themselves for election at the next County AGM following their initial appointment if they wish to continue to serve on the Committee in that position. Officers of the Committee filling a vacancy have the same rights and responsibilities as all Officers of the Committee.

Section 4.07 Officers appointed by the Committee (Section 4.02(q)) will serve for a period of 1 (one) year but shall not have voting rights. At the end of that period, they must relinquish their appointment but may be re-appointed at the discretion of the Committee.

Section 4.08 Committee officers must act in accordance to the powers set out in this Constitution and must exercise independent judgement.

Section 4.09 Committee officers must, at the commencement of their appointment and each year thereafter, declare any pecuniary interest.

Section 4.10 Committee officers must avoid conflicts of interest, not accept benefits from third parties, and must declare any actual or perceived interests to the other Committee officers as soon as they arise.

Section 4.11 At Committee meetings each Elected Officer present shall have 1 (one) vote. In the event of a tie of votes, the Chair shall have a second and casting vote.

Section 4.12 All Committee officers must be Affiliated for the entire duration of their term in office.

Section 4.13 Any person seeking election to the Committee must be nominated by 2 (two) Members (of CCNA) entitled to vote at a County AGM. All nominations must be received 7 (seven) days prior to the date of the County AGM at which the election is due to take place. In the event that no nominations are received for a position prior to the relevant County AGM, then nominations may be made to fill vacant positions at the County AGM itself. Such nomination should be made by 2 (two) Members (of CCNA) entitled to vote at the County AGM.

Section 4.14 All vacant positions and those up for re-election will be openly advertised, details sent direct to Member clubs and displayed on the CCNA website at least 21 (twenty-one) days prior to the County AGM.

Section 4.15 A post on the Committee may be vacated if the officer:

- (a) gives 28 (twenty-eight) days notice in writing of their resignation from the post;
- (b) is absent for 2 (two) consecutive meetings, at the discretion of the Committee; or
- (c) is requested to resign by a majority vote of the Committee.

Section 4.16 The quorum of the Committee shall be 5 (five) Elected Officers.

Section 4.17 England Netball staff, League representatives and other invited individuals may attend, speak at, provide advice to and support the Committee meetings at the agreement of the Committee officers attending the meeting but only the Elected Officers can vote at the meetings.

Section 4.18 Where it is not possible to convene a quorate meeting of the full Committee for a particular decision to be made, an emergency committee consisting of the Chair, Secretary/Communications Officer and Treasurer shall decide. Their findings shall then be put to the full Committee for ratification.

Section 4.19 The Disciplinary Secretary (Section 4.02(o)) shall be appropriately qualified and appointed by the Committee in association with Netball East. The Disciplinary Secretary will serve for a period of 1 (one) year but shall not have voting rights. At the end of that period, they must relinquish their appointment but may be re-appointed at the discretion of the Committee.

Section 4.20 The Netball Development Officer (Section 4.02(p)) shall be appointed by England Netball. They will report to the Committee but shall not have voting rights.

Section 4.21 The relevant Committee Officer shall create and chair the following sub-committees to further the objects of CCNA as follows:

- (a) Officiating Officer – Officiating Working Group;
- (b) Coaching Officer – Coaching Working Group;
- (c) Competition Officer – Competition Working Group (to include League Representatives); and

(d) Performance Officer – Performance Working Group.

Each Working Group above shall meet at least 3 (three) times per year.

Section 4.22 Committee Officers and any sub-group or sub-committee of the Committee or any person duly appointed by the Committee to act with its authority shall be paid their expenses necessarily incurred through their role in the form of mileage at the current Netball East rate and directly incurred and necessary out of pocket expenses for attending Committee meetings and conducting Committee business.

Article V. County Administration

Section 5.01 Where an action is to be taken in writing this shall include email to the recipient’s nominated email address unless that recipient has expressly excluded the use of email and has requested to be contacted by another method of communication.

Section 5.02 Any and all organised Leagues playing in Netball within Cambridgeshire (referred to below as Cambridgeshire Leagues) shall be automatically deemed to be a part of and within the remit of CCNA.

Section 5.03 The Committee will agree an annual budget in line with CCNA’s aims, objectives and the County Plan and spend funds as set out in the annual budget (the use of CCNA funds however is not limited solely to the budget).

Section 5.04 With the approval of the Committee, all Cambridgeshire Leagues shall be governed by their own committees (“League Committee”) consisting of the appropriate appointed officers.

Section 5.05 Each League shall be organised and administered by the relevant League Committee, the officers of which shall be elected at the relevant League AGM.

Section 5.06 The Chair and/or Vice Chair of the Committee shall be an ex-officio member of each League Committee and entitled/invited to attend meetings of the League Committees.

Article VI. Financial Matters

Section 6.01 **The CCNA financial year shall end on 31 May.**

Section 6.02 **The CCNA accounts will be annually reviewed by an independent, competent person, whose report will be made available to the voting members at the County AGM or as soon as possible thereafter.**

Section 6.03 **CCNA is a 'not for profit' organisation, all funds generated will be paid towards the furtherance of its objects. All funds or other property of CCNA shall not be paid to or distributed among Committee officers, with the exception of the dissolution clause below.**

Section 6.04 **The Committee shall be empowered to appoint any bank, building society or other financial institution to be bankers for CCNA. The Committee shall be empowered to authorise the Treasurer of the Committee and any person or persons who are Elected Officers to:**

- (a) sign any cheque or other type of instrument drawn on such bankers; and**
- (b) to give directions or instructions by any means (including without limitation in writing, telephone, internet banking) to such bankers whether in respect of making any payments to the debit of any account of CCNA or in respect of any other transaction or matter of any kind.**

Section 6.05 **Any cheques drawn against CCNA funds should be signed by any 2 (two) signatories as designated on the bank mandate.**

Section 6.06 **Every past, present and future member of The Committee shall be indemnified by CCNA to the full extent of CCNA's resources and it shall be the duty of CCNA, wherever funds permit, to pay all damages, costs, losses and expenses which any such person may properly incur or for which they may become liable by reason of contract or otherwise entered into or act or any other thing done by them during their term in office on The Committee in the proper discharge of their duties.**

Article VII. CCNA General Meetings

Section 7.01 County Annual General Meetings

- (a) An annual general meeting shall be held before August once per year ("County AGM"). The Committee shall decide on the date of the County AGM and shall send notice of the chosen date to Affiliated CCNA Members no less than 49 (forty-nine) days prior to the date set.
- (b) All nominations and proposals from Affiliated CCNA Members must be received by the Committee at least 30 (thirty) days prior to the date of the County AGM.
- (c) Formal notice of the County AGM together with a copy of the formal Agenda, together with all proposals and details of nominations for office, shall be circulated to Affiliated CCNA Members in writing not less than 28 (twenty-eight) days prior to the date of such a meeting.
- (d) The quorum for a County AGM shall be 30 (thirty) Affiliated CCNA Members.
- (e) Member clubs shall each send 2 (two) representatives to the County AGM.
- (f) The minimum business to be transacted at the County AGM shall be:
 - (i) *receive the annual report from each Committee Officer;*
 - (ii) *adopt an audited Statement of Accounts (Statement of Accounts shall be an Agenda item, with the audited accounts available to Members at the County AGM or as soon as possible thereafter);*
 - (iii) *adopt the minutes of the meeting from the previous County AGM;*
 - (iv) *elect the Elected Officers as appropriate;*
 - (v) *appoint an Auditor;*
 - (vi) *consider any proposed resolution submitted in writing in accordance with this Constitution, which has been proposed and seconded by two Members entitled to vote at General Meetings; and*
 - (vii) *agree the Affiliation fees for each membership category (Affiliation fees shall be an Agenda item, with the CCNA portion of the fee discussed at the County AGM and where England Netball and/or Netball East affiliation fees are released after the date of the County AGM, the Committee shall confirm Affiliation fees as soon as these become available).*
- (g) No person attending shall be permitted to cast more than 1 (one) vote each per voting issue.
- (h) Affiliated CCNA Members are entitled to attend, speak and vote at the County AGM.

Section 7.02 County Extraordinary General Meetings

- (a) All general meetings other than County AGMs shall be Extraordinary General Meetings (“EGM”).**
- (b) The Committee may, whenever it deems appropriate, convene an EGM by giving 28 (twenty-eight) days’ notice to Affiliated CCNA Members.**
- (c) A group of Affiliated CCNA Members no less than 50 (fifty) in number may also convene an EGM by giving 28 (twenty-eight) days’ notice to all other Affiliated CCNA Members and to the Committee.**
- (d) The Chair shall convene an EGM at any time, within 28 (twenty-eight) days from receiving:**
 - (i) an order of the Committee;*
 - (ii) a written request of any League Committee, stating the purpose for which a meeting is required and setting out any resolution which it is desired to propose; or*
 - (iii) a written request of a minimum of 20% of CCNA’s Affiliated Members.*

Section 7.03 At general meetings all resolutions shall be passed by simple majority of those present and entitled to vote. In the event of a tie of votes cast, the Chair of the general meeting shall have a second and/or casting vote.

Section 7.04 The minutes of all general meetings will be taken by the Minuting Secretary. In the absence of the Minuting Secretary the Chair will appoint a member of the Committee to cover this role.

Section 7.05 At all general meetings, if the Chair is not present then the Chair of the meeting shall be a current Committee member elected from those present at the meeting.

Article VIII. Misconduct and disciplinary

Section 8.01 England Netball Disciplinary Regulations shall apply to Netball played in Cambridgeshire. CCNA formally adopts the England Netball Disciplinary Regulations and Codes of Conduct which came into effect on 1st September 2013.

Section 8.02 If misconduct is found, then each league shall follow sanctions guidance set out in the regulations. Appeals against a decision, other than interim suspension, can be made to CCNA within 7 working days of the date on the disciplinary decision form.

Amendments to the Constitution

Section 8.03 Proposals to alter the Constitution shall be submitted in writing not later than 30 (thirty) days before the County AGM by:

- (a) the Committee; or
- (b) an Affiliated Member of CCNA.

Article IX. Dissolution

Section 9.01 In the event of the dissolution of CCNA where there are funds remaining after satisfying all the debts and liabilities, the Committee can nominate to distribute the funds to:

- (a) England Netball for the benefit of Netball East in line with the object detailed within the Netball East constitution;
- (b) any organisation within the boundaries of Netball East with similar objects to those of CCNA; and/or
- (c) Affiliated Members of CCNA (for the avoidance of doubt this could either be all the Affiliated Members or a sub-category of the membership eg Affiliated clubs).

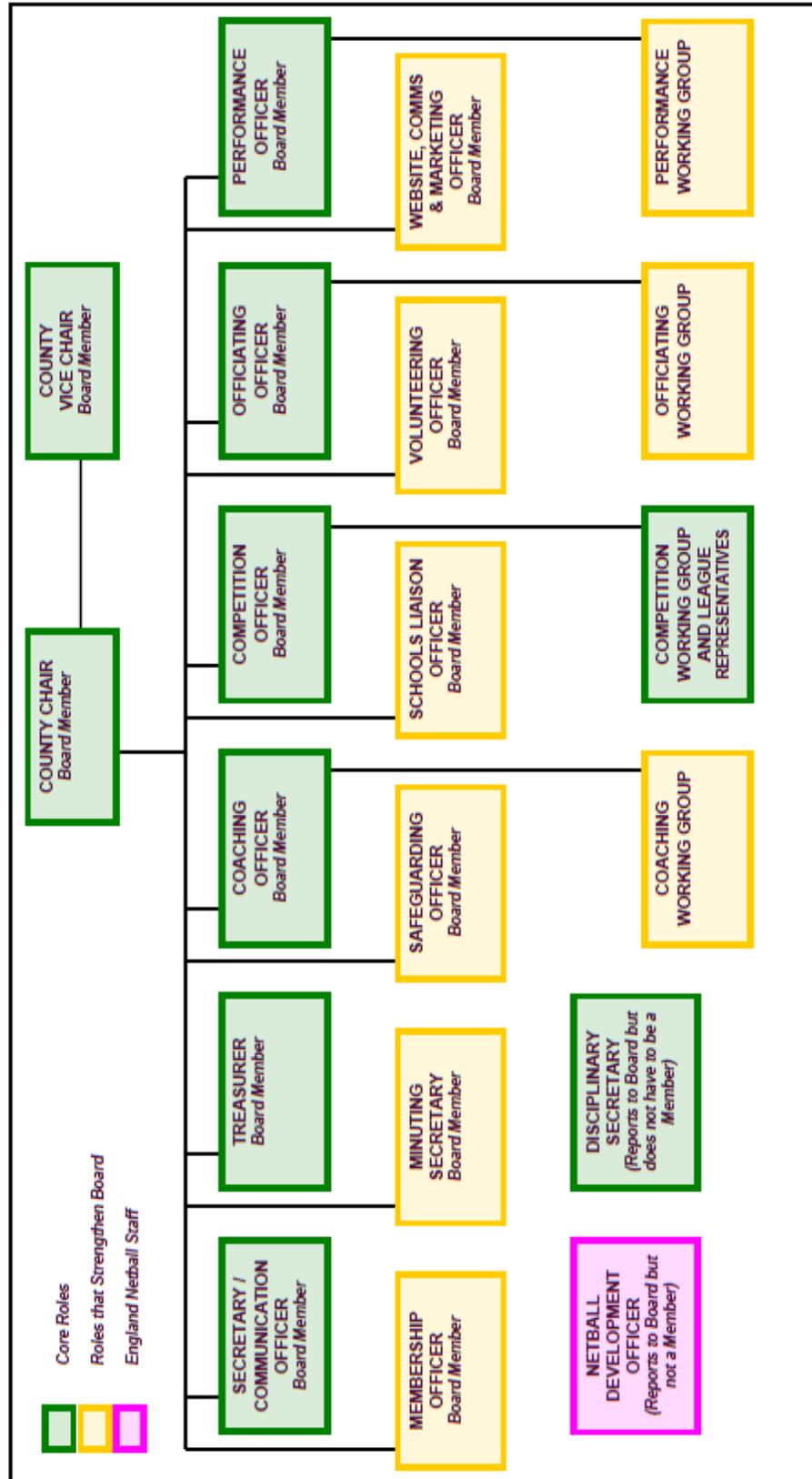
Section 9.02 Subject to Section 4.22, Committee members must not receive any gain as a result of the dissolution.

Article X. Penalties

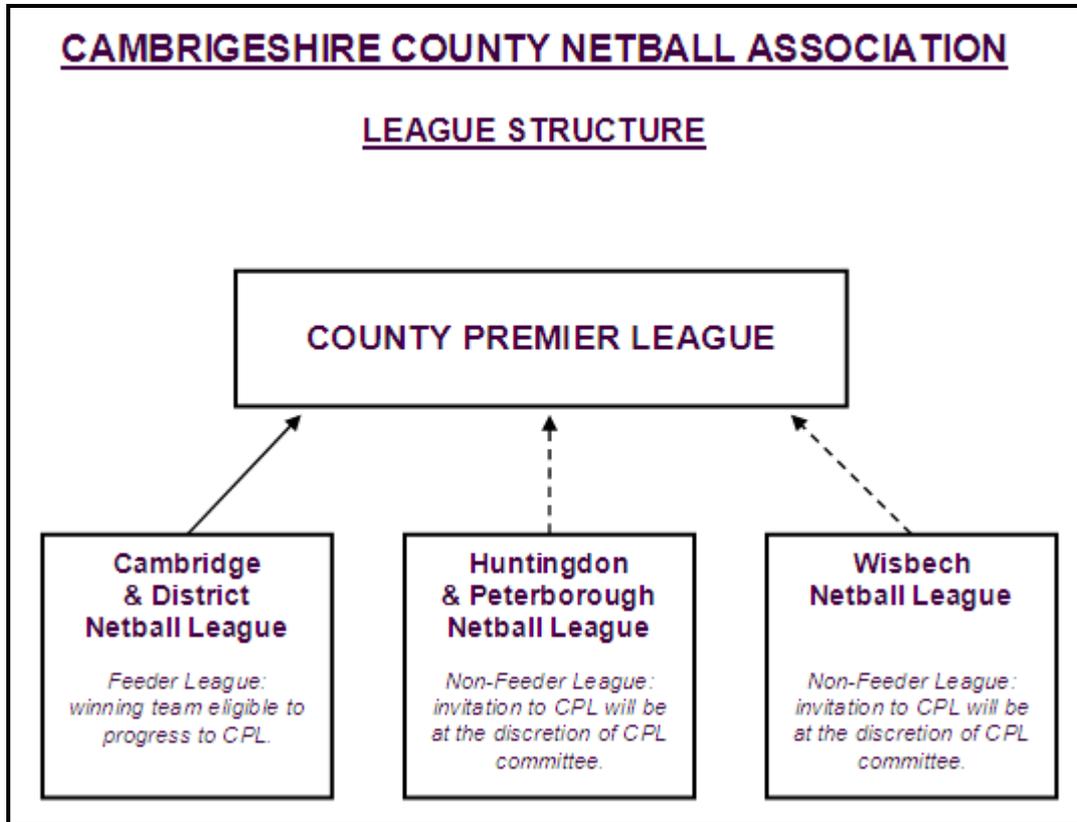
Clubs failing to send 2 (two) representatives to the County AGM shall be fined £50 (fifty pounds).

Appendix 1 - Committee Structure

CAMBRIDGESHIRE COUNTY NETBALL ASSOCIATION



Appendix 2 – League Structure



Appendix 3 - Table of revisions to Constitution

| Date | Clause | Details |
|------------|---|--|
| April 2014 | n/a | New draft constitution drafted |
| June 2015 | 6.06 created | Every past, present and future member of The Committee shall be indemnified by CCNA to the full extent of CCNA's resources and it shall be the duty of CCNA, wherever funds permit, to pay all damages, costs, losses and expenses which any such person may properly incur or for which they may become liable by reason of contract or otherwise entered into or act or any other thing done by them during their term of office on The Committee in the proper discharge of their duties. |
| June 2015 | 11.02 (b) replaced Previously: League tables shall be compiled in descending order of points obtained. Where points are equal, the tem with the superior goal difference will assume the higher position. Where points and goal difference are equal, the teams will share equal position. | Updated: League tables shall be compiled in descending order of points obtained. Where two teams have accrued the same number of points the positions should be decided on the highest number of matches won. If this is still equal than final positions will be decided on goal average. Where all points, matches won and goal average re equal the teams will share equal positions in their league. |
| June 2016 | n/a | Updated: Taking out league rules. |